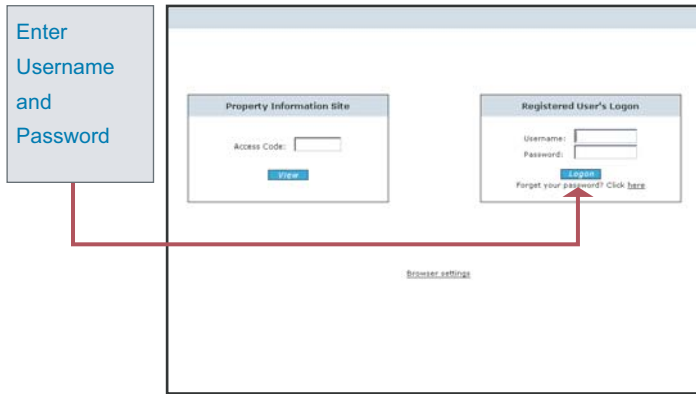


Creating a Document Package

Quick Reference Guide

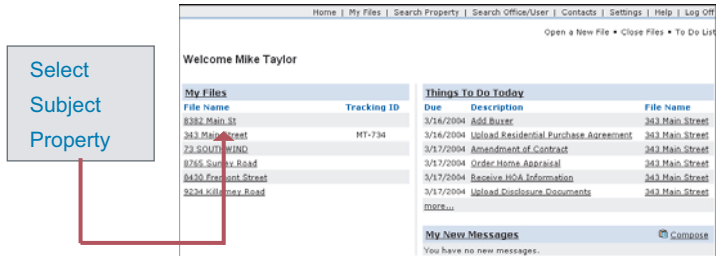
Step 1

Go to the logon page and enter your user name and password then Click **Logon**.



Step 2

From the Home page click on the Subject Property for which you wish to create the document package.

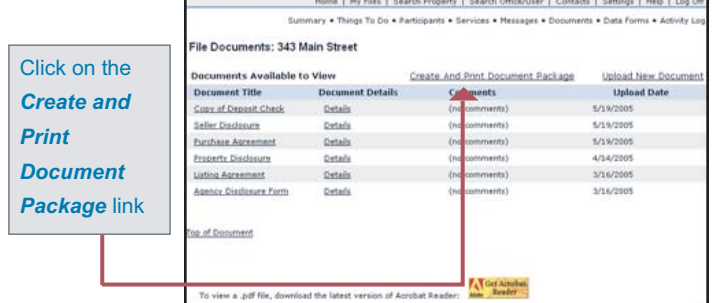
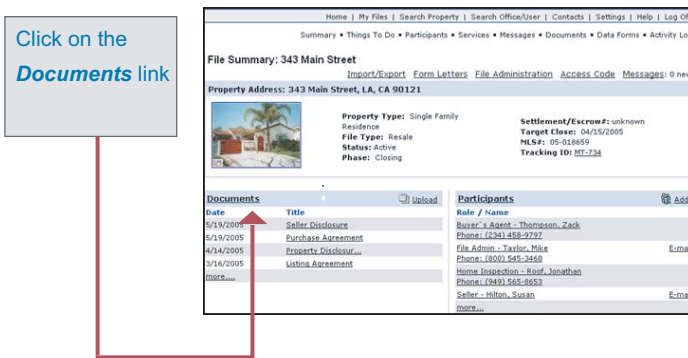


Step 3

From the Summary page click on the **Documents** link.

Step 4

In the Document Detail page click on the **Create and Print Document Package**.



Step 5

In the Document Package page uncheck any documents you do not wish to include in the document package and click on Submit.

Step 6

The Document Package will take all the selected documents, convert them to pdf (if they are not already) and index them into one document. You may now save or print your document package.

